Description

Paragraph indents provide a way to offset text within and between paragraphs so that paragraphs are easier to identify.

This tutorial demonstrates the use of the ruler to set indents. See Word Help for other methods. Source: Microsoft Word 2007 Indent paragraphs.

Understanding the Ruler

**Turn on the Vertical Ruler:** 1) Click the Microsoft Office Button , and then click Word Options. Click Advanced. Under Display, select the Show vertical ruler in Print Layout view check box.

**Display the Ruler:** To show or hide the horizontal and vertical rulers, click View Ruler at the top of the vertical scroll bar.

**Setting Indent Markers:** 1) Select the paragraph to be indented. 2) Drag and drop the triangles to the positions on the ruler. See displays on Page 2.

*Indent Markers on Horizontal Ruler*

- **Top triangle** represents the left-most position of line one of a paragraph.
- **Bottom triangle** represents the left-most position of all other lines of paragraph.
- **The rectangle** is a slider used to move both indent markers.
## Interpreting the Indent Markers

<table>
<thead>
<tr>
<th>Description</th>
<th>Ruler</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Line Indent</strong></td>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="result1.png" alt="Result Image" /></td>
</tr>
<tr>
<td><strong>Left and Right Indents</strong></td>
<td><img src="image2.png" alt="Image" /></td>
<td><img src="result2.png" alt="Result Image" /></td>
</tr>
<tr>
<td><strong>Hanging Indents</strong></td>
<td><img src="image3.png" alt="Image" /></td>
<td><img src="result3.png" alt="Result Image" /></td>
</tr>
</tbody>
</table>